

APOSTILLE PROCESS

Apostilles and Authentications are certifications of a state notary's signature or county official's signature on a document.

Documents that may require an apostille or authentication are:

- Birth or death certificates
- Marriage licenses
- Divorce decrees
- Documentation for overseas adoptions
- School transcripts
- School diplomas or degrees
- Any business documentation for overseas
- Power of Attorney documents

These documents must be issued by Nebraska officials; otherwise, the Secretary of State's office cannot authenticate them.

When requesting an apostille or authentication it is important to include the following:

- Original document signed by a Nebraska notary or county official
- A \$10.00 statutory fee per document being authenticated
- What country this document is going to
- Instructions where certification should be sent when completed
- Phone number of where you can be reached if we should have questions

The Notary Division has same day service for all apostilles and authentications. Therefore, the day we receive your document it will be processed and mailed out the same day. Documents are mailed by first class mail. If you want express mail then you will need to provide a pre-paid addressed air bill.

Send your apostille or authentication request to:

Nebraska Secretary of State

Notary Division

P. O. Box 95104

Lincoln, NE. 68509

or

Nebraska Secretary of State

Notary Division

State Capitol Bldg., Rm. 1301

1445 K Street

Lincoln, NE. 68508